



HOW TO APPLY TO KIMEP ADULT LEARNER PROGRAM (GRADUATE LEVEL)

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Adult Learner is an option of non-degree study, offered to all people of 21 years and older, who are interested in auditing courses currently offered by KIMEP University. A person under adult learning status can only audit courses; however, no current or final course assessment or academic credits apply to these individuals. Tuition fee per one academic credit is 50% of one academic credit tuition fee for MBA program.

KIMEP University accepts applications in Russian, Kazakh and English.

STEP 1. APPLY ON-LINE

Portal for applicants is available 24/7 365 days a year

1. Fill in the online application at the applicants portal: <https://www.kimep.kz/ext/application/online//>
2. Upload the scanned copy of the State ID card (for the citizens of Kazakhstan) or of your passport (for foreign citizens)
3. Digital photo
Uploading your digital photo into the "Photo" field is very important, because all KIMEP units will use this picture of yours for your personal identification. The digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality).

Requirements for foreign citizens

4. Upload the copy of the banking account statement (not relevant for ethnic Kazakhs) 6 demonstrating availability of the balance amount sufficient for paying for courses.
5. Certificate of no criminal record

STEP 2: LEARN ABOUT THE ADMISSION DECISION AND SIGN THE CONTRACT FOR EDUCATIONAL SERVICES

1. E-mail is an official communication channel of KIMEP University to inform the applicant, accordingly, the e-mail address indicated in the online application form should be valid at the moment of becoming admitted as an Adult Learner student.
2. Notice of Admission to KIMEP University will be sent to your e-mail, as well as placed at the applicants' portal in «Acceptance Package» section.
3. The Contract for Educational Services will be placed at your applicant's portal in «Acceptance Package» section. Two copies of the Contract, printed out and signed by you, should be scanned and uploaded to the applicants' portal.

STEP 3: REGISTER FOR COURSES

To be allowed to attend the classes, after being admitted, you will have to:

1. Pay the tuition (100% advance payment for each course that a student plans to take during the upcoming semester);
2. Registration for courses shall be done online, via the students' portal: <https://my.kimep.kz/>

On issues of scheduling, tuition calculation and registration for courses please refer to program coordinators:

Program	Program Coordinator
Masters of Business Administration (MBA) Master in Finance (MFIN) Master in Accounting and Audit (MACTA) Master in Marketing (MMKT) Master in Management (MMGT)	Lazzat Tashanova, office # 302-1 (Dostyk Building), +7 727 2704440 ext.2356, bcb-graduate@kimep.kz
Master of Arts in Economics (MAE) Master of Arts in International Journalism (MAIJ) Master of Public and Municipal Administration (MPMA) Master of International Relations (MIR)	Kamila Mussina, office # 507 (Valikhanov Building), +7 727 2704212 ext.3266, css_coordinator@kimep.kz
Master of Arts in Foreign Language: Two Foreign Languages (TESOL) Master in Arts of Education Policy and Management (MEPM)	Maganat Shegebayev, office # 225 (Dostyk Buildings), +7 727 2704367 ext.2137, magas@kimep.kz
Master of Laws in International Law (LLM)	Laura Kamyspayeva, office # 120 (New Academic Building), +7 727 2717272 ext.2727, lawcoord@kimep.kz
Executive Masters of Business Administration (EMBA)	Bakytgul Tundikbayeva, temporary location: # 317, Valikhanov building, email: Bakytgul@kimep.kz Samal Jazykbayeva, temporary location #233, Valikhanov building, mob. +7 777 002 19 16, email: jsamal@kimep.kz

STEP 4: SUBMIT DOCUMENTS TO KIMEP UNIVERSITY MEDICAL CENTER

1. Medical Certificate – the Form # 075-y or its equivalent for foreign citizens.
KIMEP Medical Center may request a notarized translation of the medical certificate equivalent, therefore it recommends international students to undergo a medical examination upon arrival to Almaty. The Form should include conclusions from a general practitioner, surgeon, neurologist, ENT-doctor and the results of micro-reaction blood test, as well as the original chest X-ray shot which should have two signatures and two stamps by doctors (the certificate is valid if issued no earlier than 6 months ago).
2. Copy of vaccination record (only for applicants younger than 32 years of age)

Medical Center: +7 (727) 237 48 05, ext. 1324/1325, email: med.center@kimep.kz

Original documents may be scanned and uploaded to the Applicants' Portal and sent by courier service: 050010, Republic of Kazakhstan, Almaty, Abai Avenue 4, offices 103, 103A, 107 – Admission and Recruitment Office, before the end of the period of registration for courses.